The Center for Career and Professional Development at Utica College

EXPLORE. PLAN. SUCCEED.
Our goal:

Students will develop self-awareness and actively engage in the career and professional development process, empowering them to make informed career decisions and preparing them to achieve career goals.
Be an explorer.

Self-discovery sets students on a path that connects their interests, personality, skills, and values with possible majors and careers. We encourage them to:

• Complete FOCUS to assess career-relevant personal qualities and learn about career fields that are compatible with the results.

• Take a psychological assessment, like TypeFinder or the MBTI, to understand personality type and make connections with occupations and workplace environments that are a best fit.

• Refer to other resources like What Can I Do with This Major, the Occupational Outlook Handbook, and LinkedIn’s Alumni Tool.

• Get early exposure to career fields through volunteerism, speaking with mentors from the Career Mentor Program, and connecting with other staff and faculty advisors.

• Explore the possibility of becoming a student employee on campus to build your network, skillset, and résumé.
Plan (and plan some more).

Set short and long-term goals and develop an action plan that serves to build students’ résumés, gain workplace skills, and expand their network. To stay on track, students should:

- Join, and eventually lead, student organizations, secure a part-time position that builds transferable skills, shadow professionals in the field, engage in research, and complete at least one internship.

- Learn how to brand professional identity and market experiences, skills, and accomplishments on the resume and cover letter, during interviews, and on the LinkedIn profile.

- Create and maintain positive relationships with supervisors, colleagues, classmates, faculty/staff, alumni, and other professionals in the field. Meet people during the Volunteer Fair, Networking Nights, Job and Internship Fair, and other networking events.

- Be flexible and adaptable. Plans are meant to be revised and modified as interests change and develop.
Celebrate success.

Transition from Utica College to next professional steps, including employment, graduate school, service roles, and more. Don’t forget to:

• Finalize employment, graduate school, and other applications. Take advantage of resources to complete company and graduate school research, document critiques, and mock interviews.

• Think about who is in your network that you could ask to serve as a reference. Faculty, staff, and employment/internship supervisors are good options.

• Apply knowledge of professional etiquette and communication when considering employment offers and graduate school acceptances. Students represent not only themselves but Utica College, too.

• Share #UCmysuccess stories, stay connected with the college after graduation, and return to campus to mentor the next generation of students!
Helping. It’s what we do.

The Center supports students through the delivery of:

**Services**

- Career coaching appointments:
  - Career exploration
  - Career assessment interpretation
  - Résumé, cover letter, and personal statement critiques
  - Mock interviews
  - LinkedIn reviews
  - Professionalism and etiquette guidance
  - And MORE!

- Campus employment listings and application assistance
- Business card and document printing
- In-class presentations
- Workshops
- UCC 206: Career Strategy

**2019-2020 facts and figures:**

We provided 1548 individual student appointments/sessions

After meeting with us...

98.3% of students surveyed indicated they feel better about and more prepared with their career development

100% of students surveyed indicated they would use The Center again in the future
Helping. It’s what we do.

The Center supports students through the delivery of:

Resources
• Career assessments
• Career development guides (résumé, cover letter, interviews, graduate school)
• External job and internship postings via Handshake
• Internal campus employment postings via Campus Employment
• Company and graduate school research databases
• Graduate school entrance exam study guides and practice tests
• Career Mentor Program
• Diversity resources

2019-2020 facts and figures:

1785 jobs and internships were posted for students by our employer network

Our library houses study guides and practice tests for 20 different graduate school and professional exams
Helping. It’s what we do.

The Center supports students through the delivery of:

**Programs and Events**
- Volunteer Fair
- Networking Nights
- On the Menu
- Job and Internship Fairs
- Professional Photo Booth
- Mock Interview Day
- Etiquette Dinner
- Employer site visits
- On-campus recruiting

2019-2020 facts and figures:

**1093** students attended **69** workshops and presentations

**183** recruiters from public, for-profit, and non-profit sectors came to meet with students on campus during job and internship fairs
It’s on Handshake.

Handshake is for college students like you looking for an internship or job that opens the door to a fulfilling career. From exploring career paths and starting internships, to accepting your first full-time job after graduation - Handshake will help you every step of the way.

- Check your Utica College email to complete the information needed to create your account.
- Once your account is created, access your Handshake account anytime at https://utica.joinhandshake.com/
Let’s chat.

Now you know what we do and who we are. We want to get to know you, too.

The Center for Career and Professional Development at Utica College
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M-F, 8:30am – 5:00pm

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